

## **TennCare Program Coordinator**

**Status:** *Executive Service*

Agency: Health Care Finance & Administration/TennCare, Eligibility Division

### **Note\*:**

An Executive Service employee serves at the pleasure of the Appointing Authority. As such, if conditions arise such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, termination of employment may occur. Further, individuals hired into this open position(s) will not have a right to appeal, or standards for the application of disciplinary procedures applying to regularly appointed employees that have achieved career status do not apply to executive service appointed employees.

### **Job Description:**

The Division of TennCare is seeking a TennCare Program Coordinator for the Appeals Operations Group. The TennCare Program Coordinator will be responsible for providing support and guidance on matters relating to Medicaid rules, regulations and policies. The TennCare Program Coordinator will ensure that due process standards are met in Medicaid appeals by the accurate and timely processing of appeals and all appeals related documents. Finally, the TennCare Program Coordinator will also work collaboratively with the Managed Care Program Manager 2 to identify work flow issues and accomplishments.

### **Qualifications:**

- Bachelor's Degree (*preferred*)
- Ability to foster and maintain cohesive working relationships
- Ability to adapt to changing priorities and deadlines
- Ability to exercise sound judgment
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Excellent writing and communication skills required

### **Job Location:**

Nashville, Tennessee

**How to Apply:** Qualified candidates should send their resumes along with a cover letter to [Kierra.Claiborne@tn.gov](mailto:Kierra.Claiborne@tn.gov) by **September 7, 2018**.

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex,*

*pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*